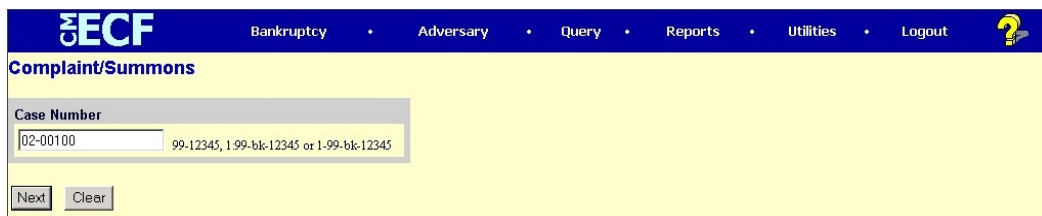


FILING A DOCUMENT/DOCKETING- ANSWER
****EXAMPLE: SUMMONS, SERVICE EXECUTED****
[Local Rules 7004-1 & 7005-1](#)

The following instructions will guide you through the process of filing and docketing a miscellaneous document or an “Other” event in the Electronic Case Filing (ECF) system.

STEP 1 Select **Adversary** from the Main Menu, and then click on **Complaint & Summons** hypertext link.

STEP 2 The **Case Number** screen appears:

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a yellow header area with the text "Complaint/Summons". The main content area is white and contains a "Case Number" label above a text input field. The input field contains the number "02-00100" and a placeholder text "99-12345, 1-99-blk-12345 or 1-99-blk-12345". Below the input field are two buttons: "Next" and "Clear".

- ◆ Enter a case number, and click on the **Next** button to continue.
- ◆ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ◆ Click on **Next**.

STEP 3 This screen allows you pick the type of pleading being filed:

The screenshot shows the ECF system interface, similar to the previous one, but with additional content. Below the "Case Number" input field, there is a list of pleading types: "Amended Complaint", "Complaint", "Counterclaim", "Crossclaim", "Notice of Removal", "Registration of Foreign Judgment", "Summons Service Executed", and "Summons Service Unexecuted". The "Summons Service Executed" option is highlighted in blue. Below the list are two buttons: "Next" and "Clear".

- ◆ Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- ◆ Click on **Next** to proceed, or **Clear** to repeat selecting.

STEP 4 Select the PDF Document screen appears:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Complaint/Summons:
[02-00100 HORSE v. HORSE](#)

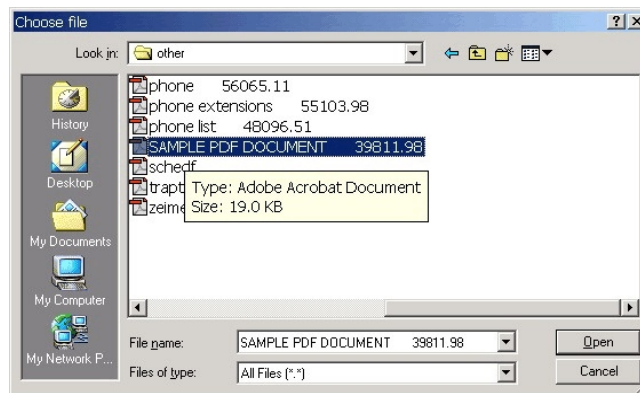
Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
[Text Box] Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

- ◆ Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**. The Choose file screen will appear:



- ◆ Change **Files of type**: to Acrobat [*.pdf] or All Files.
- ◆ Change **File name**: to appropriate drive where document is located.
- ◆ Click on file name to be associated with this entry. Right click and **Open** to view document.
- ◆ Double Click or Click on **Open**. The following screen appears:

02-00011 RACE HORSE

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

W:\imaging\other\SAMPLE PDF DOCU Browse...

Attachments to Document: ☐ No ☒ Yes

Next

Clear

If there are attachments to document, e.g. exhibit, appendix, etc.

◆ Click on the radio button next to *Yes*.

◆ Click on **Next**.

STEP 5 Select one or more attachments screen appears. All exhibits must be attached at this screen:

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

W:\imaging\other\SAMPLE PDF DOCU Browse...

2) Select a document type and/or enter a description.

Type

Description

Affidavit

Joe Banker, First Citizens Bank

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

◆ Select the filename of your attachment by using **Browse**.

◆ Click on the ▼ down arrow next to **Type** and click on type of attachment.

◆ Click in **Description** box and type in any additional description.

◆ Click on **Add to List**.

◆ Continue to *Add Attachments* using the above steps as necessary.

◆ Once all attachments have been added, click on **Next**.

If there are no attachments to document:

- ◆ Click on **Next**

STEP 6 Summons Service Executed screen appears:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Complaint/Summons:
[02-00100 HORSE v. HORSE](#)

Select the party **served**.

Summons Service Executed

Select the Party:

HORSE, EX-RACE [pty,pl] Add/Create New Party
HORSE, RACE [pty,pla]

Next Clear

- ◆ Click on the party served.
- ◆ Click on **Next**

STEP 7 Enter date served screen appears:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Complaint/Summons:
[02-00100 HORSE v. HORSE](#)

New party EX-RACE HORSE - add to this complaint:
11/26/2002 1 Complaint by RACE HORSE against EX-RACE HORSE. Receipt Number CC, Fee Amount (SAMSON, RICHARD)

Enter date served

EX-RACE HORSE - Date served: 11/27/2002

Next Clear

- ◆ Fill in the “Date served” box with the date that service was executed.
- ◆ Click on **Next**

STEP 8 Docket Text: Modify as Appropriate screen appears

To add a prefix to docket text of motion/application:

- ◆ Click on the arrow to right of first box.
- ◆ Select correct modifier.

To add additional text:

- ◆ Click in the second box.
- ◆ Type in any additional description.
- ◆ Click on **Next** to continue

Verify docket entry as it appears on screen.

- ◆ If correct, click on **Next** to submit filing to court.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Adversary** on the main menu bar.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Adversary** on the main menu bar.

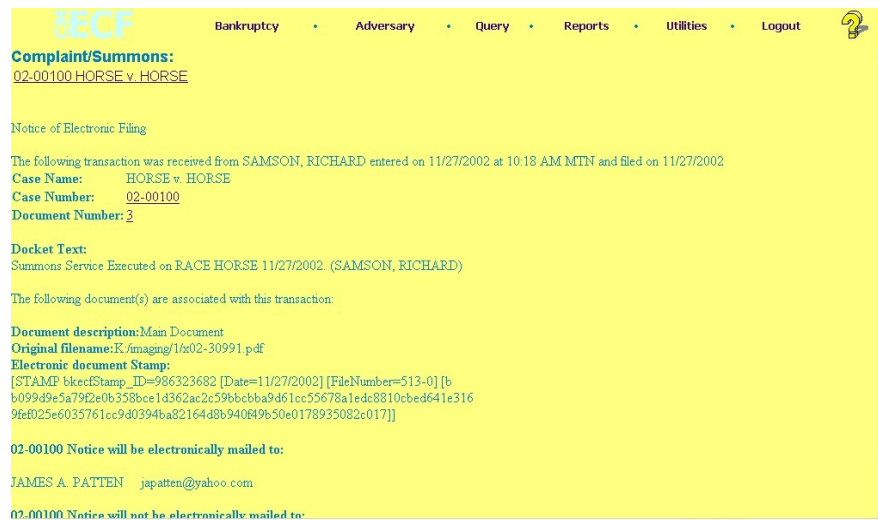
STEP 9 Docket Text: Final Text screen appears.

- ◆ Verify docket entry as it appears on screen.
- ◆ If correct, click on **Next** to submit filing to court.

- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Adversary** on the main menu bar.

Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.



The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- ◆ Who filed the document:
- ◆ Date and Time:
- ◆ Case Name:
- ◆ Case Number:
- ◆ Document Number:
- ◆ Original filename (*pdf*):
- ◆ Electronic document Stamp:

Print receipt

- ◆ Click on **File** at top of Internet Explorer screen and select **Print, or**

◆ Click on the Printer Icon at the top of the page.

[Note: It is highly suggested that copies of receipts be maintained for your records]